

2011

Workplace Safety Booklet TRANSPORTATION WORKERS



KITIGAN ZIBI ANISHINABEG

MORE INFORMATION REGARDING THE CONTENTS OF THIS BOOKLET CAN BE FOUND IN THE *KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY MANUAL*. PLEASE CONTACT YOUR DIRECTOR IF YOU WISH TO CONSULT THE MANUAL.

KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY BOOKLET FOR TRANSPORTATION DRIVERS 2011.

The following document was prepared for the Kitigan Zibi Anishinabeg by Deborah Decontie. This document has been adapted to meet the needs of the Kitigan Zibi Anishinabeg based on the Canada Labour Code and Federal and Provincial regulations with regards to Work Place Safety. Unless otherwise stated, references made in this document are from An Act Respecting Occupational Health and Safety. This current document has incorporated existing material from the Brush cutting Health and Safety Plan prepared for the Kitigan Zibi Anishinabeg by Linda Dwyer-Commando. In addition, I wish to acknowledge RexForet in granting permission to the Community to use certain sections within this manual.

Introduction

This booklet is intended for Medical Drivers.

This booklet addresses:

- rights and responsibilities of KZA Anishinabeg and its employees
- KZA safety disciplinary policy
- safety measures and preventative actions for medical drivers
- first aid

Responsibilities of the Kitigan Zibi Anishinabeg as an Employer

Safe Workplace Environment

A safe workplace environment is everyone's right and responsibility, regardless of his/her role or position within the Kitigan Zibi Anishinabeg. The KZA has an obligation to ensure that the health and safety of its employees are protected while they are working. This includes the proper installation and/or regular maintenance of:

- (1) All KZA buildings and structures (including guards, guard rails, barricades and fences);
- (2) All protective devices, machinery, equipment, tools, vehicles, and mobile equipment that is property of the KZA;
- (3) Heating, ventilation and air conditioning systems within KZA buildings.
- (4) In accordance with the Workplace Hazardous Materials Information System (WHMIS), the KZA will ensure that all hazardous substances are appropriately labeled. Material Safety Data Sheets (MSDS) will also be available to all employees who may be exposed to particular substances.
- (5) Overall, the Kitigan Zibi Anishinabeg will ensure to provide:
 - (i) Safe entry and exits to and from workplaces;
 - (ii) First-aid facilities and health services, sanitary and personal facilities, and safe drinking water;
 - (iii) Employees with information, instruction, training and supervision to ensure their health and safety at work;
 - (iv) Occupational health and safety training for Safety Committee members;
 - (v) Responses to employees who have reported hazardous circumstances for those circulating within the workplace;
 - (vi) The necessary resources required for Safety Committees.

Safety Measures

Kitigan Zibi Anishinabeg will ensure to:

- (1) Investigate, record, and report all accidents, occupational diseases, and other hazardous occurrences as well as keeping and maintaining accurate health and safety records.
- (2) Adopt and implement prescribed safety codes and standards relating to fire safety and emergency measures.
- (3) Adopt and implement measures to protect against violence in the workplace, from both internal and external sources.
- (4) Ensure that the activities of every person granted access to the workplace do not endanger the health and safety of employees.
- (5) Ensure that the Safety Officer conducts monthly inspections of all or part of the workplace so that the entire workplace is inspected at least once a year.
- (6) Comply with oral and written direction by the Safety Officer.
- (7) Respond in writing to the Safety Officer's direction or report when requested to do so.

Employee Rights

Under the Canada Labour Code, employees have three key rights: the right to know, the right to participate, and the right to refuse dangerous work.

The Right to Know

Employees have the right to know about foreseeable hazards within a work area and be provided with necessary information, instructions, training and supervision to protect their health and safety. Employees may also be granted access to employer reports pertaining to work and health place safety through the Health and Safety Committee or the Safety Officer.

The Right to Participate

Employees have the right to participate in identifying and/or correcting concerns in the workplace that may be hazardous to themselves or other employees.

The Right to Refuse Dangerous Work

Employees have the right to refuse work if there is a reasonable cause that harm could come to themselves or other employees because of:

- (i) A dangerous workplace environment;
- (ii) Using a machine or apparatus that may present a danger;
- (iii) Performing an activity that constitutes a danger.

Employee Responsibilities

Responsibilities of All Employees

For my protection, and the protection of my co-workers, it is my responsibility to:

- (1) Become aware of the safety regulations. I must respect these regulations as well as all health and safety procedures that have the ultimate goal of preventing accidents;
- (2) Wear any individual protective equipment or clothing required for my job, and/or use any safety materials, equipment, or devices provided to protect me;
- (3) Refrain from bringing family members to work with me, to ensure their safety and the safety of my co-workers.
- (4) NOT consume or have in my possession any alcoholic beverages on the job site or while driving a vehicle, and to never arrive to work under the influence of alcohol or drugs;
- (5) Pay close attention to fire hazards at all times;
- (6) Use protective fire equipment and alarms that are installed in the case of a fire only;
- (7) Keep my work area and environment clean and orderly;
- (8) Avoid using tools, equipment or other objects that would put myself or my co-workers in danger;
- (9) Realize that any person not respecting safety regulations may have disciplinary measures brought against him/her;
- (10) Inform my supervisor immediately of any accidents that may or may not have caused an injury or damages to any equipment;
- (11) Submit a medical certificate to my supervisor authorizing me to return to work following an injury or sick leave;
- (12) Cooperate with management and other employees in an attempt to eliminate injuries;
- (13) Report any injury, illness or property damage to the immediate supervisor as soon as possible;

- (14) Report hazardous conditions or unsafe work practices to the supervisor;
- (15) Know the location of all first aid equipment on the job;
- (16) Refrain from horseplay, fighting or practical jokes while working;
- (17) Operate only the equipment for which you are trained and authorized;
- (18) Follow proper lifting procedures. (Back straight, knees bent, load close to body);
- (19) Attend safety meetings when appropriate.

Safety Disciplinary Policy

Health and Safety Requirements are enforced to protect all workers from injury and illness. A safety disciplinary policy is in place to provide a mechanism for disciplining employees who repeatedly violate health and safety rules and guidelines. The Kitigan Zibi Anishinabeg believes that in order to maintain a safe and healthful workplace, employees must be cognizant and aware of all KZA, Provincial and Federal safety and health regulations as they apply to the specific job duties required.

Failure of employees to comply with rules and regulations regarding Workplace Safety will lead to disciplinary consequences as outlined in the *Kitigan Zibi Human Resources Policy*.

Transportation

General Safety Rules for Transportation Workers

Medical Driver

As a medical driver I:

- (1) Will be well rested before starting my shift.
- (2) Not consume drugs, alcohol, medications or any other substances that may affect my driving.
- (3) Will stow all belongings properly before leaving.
- (4) Make any required adjustments in the vehicle such as seats, mirrors, steering wheel, climate controls, etc. before leaving.
- (5) Plan my route, check a map, or read directions before leaving.
- (6) Wear my safety belt at all times
- (7) Adhere to the rules of the Highway Safety Code including the observance of the speed limit as well as all traffic lights and signs.
- (8) When fueling a vehicle, will stop the motor, refrain from smoking or using a cellphone and not perform other tasks at the same time (to prevent accidental spills).
- (9) Will not text, take or make any calls on my cellphone while driving. If absolutely necessary, I will pull over in a safe location to use a cellphone




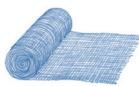

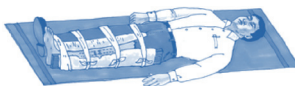
First Aid Kits

The Kitigan Zibi Anishinabeg will ensure that:

- (1) Any vehicle used to transport employees or clients is equipped with a first aid kit.
- (2) The kits must be readily accessible, transportable and available at all times.
- (3) First Aid kits are kept clean, fully equipped, and in good condition.
- (4) The expiry dates of the contents are checked regularly and replaced as required.
- (5) Partially used sterile material will be discarded.

First Aid Kit Contents

- (1) In addition to the standard items (see chart on next page), it is strongly recommended that these items be added to the first aid kit:
- (2) Pocket mask;
- (3) Disposable gloves;
- (4) Antiseptic soap
- (5) The kit must not contain any medication. First aiders in the workplace are not authorized to give medication in any form whatsoever, unless they have received additional training to administer oxygen or adrenaline.

| Standard Items | Description | Notes |
|---|---|---|
| First Aid Manual | First Aid Manual and Guide | Must be a CSST approved manual |
| 1 pair of Bandage Scissors  | Metal scissors with a rounded tip used to cut gauze strips or adhesive tape. | Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure the scissors are sturdy and of good quality. |
|  Splinter Forceps | Pointed forceps used to remove small foreign bodies such as splinters. | Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure that the forceps are sturdy and of good quality. |
| 12 Safety Pins of Assorted Sizes | Useful for fastening triangular bandages, gauze bandages, etc. | |
| 25 sterile bandages, individually wrapped | Useful for protecting a wound | Avoid touching the surface of the gauze so as to prevent contamination. Avoid fastening the bandage too tightly when applying it to an extremity. Discard any bandage that is not in an airtight wrapper or that has been damaged by water or moisture. |
|  Sterile Gauze Squares (25) (4 in. x 4 in.) (Individually wrapped) | Useful for covering larger wounds or applying pressure to an area that is bleeding. | Open the envelope where indicated and remove the gauze by holding onto one corner so as not to contaminate the square. Always avoid touching the gauze surface that covers the wound. |
| Rolls of Sterile Gauze Bandage (4) 50 mm x 9 m (2 in. x 30 ft.) (Individually wrapped) Rolls of Sterile Gauze Bandage (4) 101.6 mm X 9 m (4 in. x 30 ft.) (Individually wrapped) |  Strips of sterile gauze or cotton bandage used to hold sterile gauze squares in place. | Always apply from the bottom of the injury to the top. |
|  Triangular Bandages (6) | Used to immobilize a limb or stabilize a limb |  |
| Sterile Bandage Compresses (Pressure Dressings) (4) 101.6 mm x 101.6 mm (4 in. x 4 in.) (Individually wrapped) | Bandages consisting of several layers of sterile gauze, filled with cotton batting and fastened using strips of gauze. Used to apply fast, effective pressure in case of profuse bleeding. | When opening, be careful not to touch the gauze; apply directly over the wound. Wrap the gauze strip firmly around the injured limb so as to reduce or stop bleeding. Make sure that the bandages and compresses applied directly over the wound are sterile. |
| Roll of Adhesive Tape (1) | Adhesive tape used to fasten bandages or protective dressings. | Avoid using in case of allergies (an anti-allergic tape is available on the market). Never apply directly on the face. |
| Alcohol Swabs (25) | Small swabs filled with an antiseptic solution and packaged in sealed envelopes. | |



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